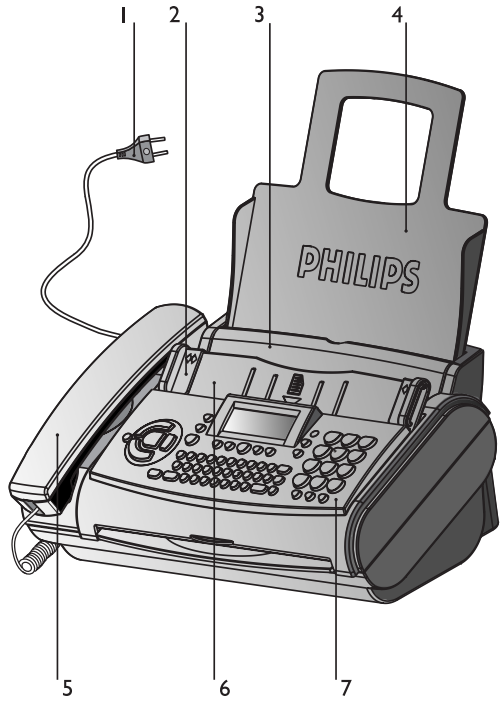
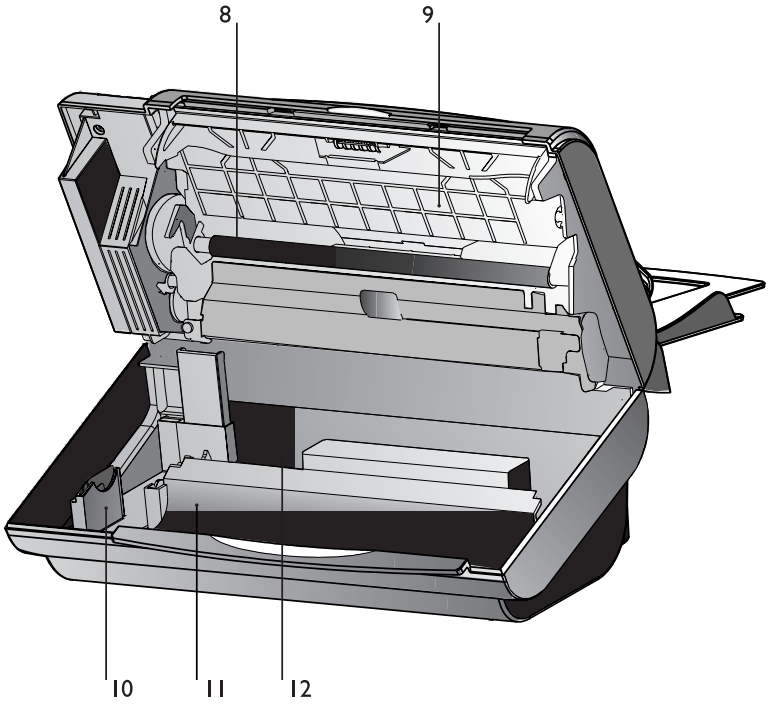
M3

PHILIPS

Description of machine





1	Mains cable with power plug	**7**	Operation panel
2	Document guide	**8**	Printer roller
3	Paper feed flap	**9**	Scanner lid
4	Paper tray	**10**	Holder for "Plug'N'Print" card
5	Telephone handset	**11**	Front ink film compartment
6	Document Feeder	**12**	Rear ink film compartment

Display symbols *

* two lines for devices with SMS functionality
** only for devices with SMS functionality
***only for devices with built-in answering machine

F / indicates whether you are sending or copying with a higher picture quality or with grey tones. If neither of the two symbols is visible, the standard resolution is selected.

appears when faxes are stored in memory.

appears when you receive another call while using the device or you receive a call in your absence (not available in all countries).

** appears only if there are (new) SMS messages in the memory.

indicates ink film consumption.

*** shows that the built-in answering machine is switched on.

/ / three symbols on the display indicate the current settings. You can choose the mode desired with the key.

Controls

for fax machine with built-in answering machine

ON/OFF to activate / deactivate answering machine

REC press briefly: to record an internal memo; press and hold (two seconds): to record a new outgoing message

PLAY to play back messages. The key flashes when new messages and memos have been recorded. After playback the key stays lit until messages have been deleted.

HELP/ⓘ press twice briefly: to print operating instructions for the most important functions with references to additional help pages; press and hold (for two seconds): to start the automatic installation of your fax machine / printout of Easy Install

◄/► to select options / to adjust the volume / to move the cursor on the display

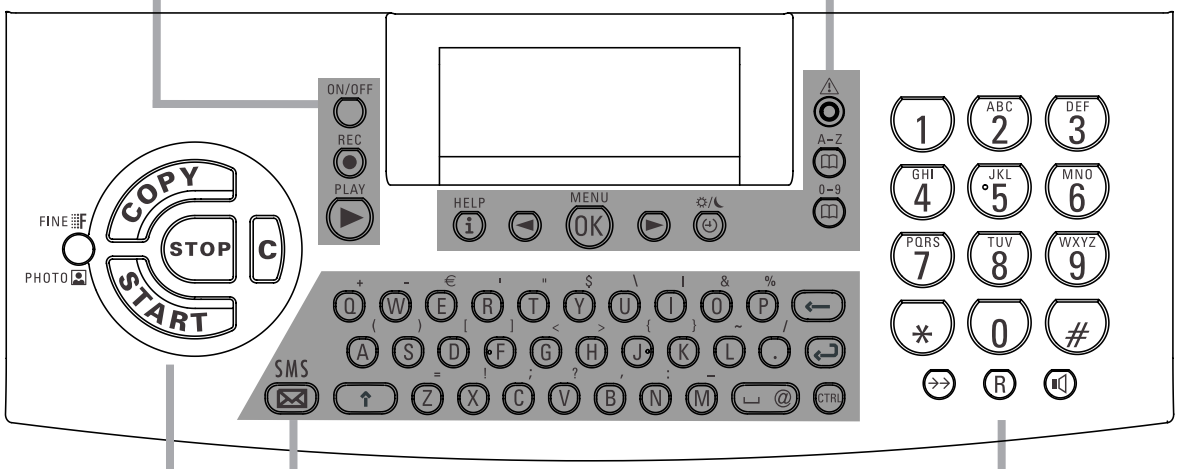
MENU/**OK** to call up functions / to confirm entries

⏲ to select different operation modes. Press briefly: choose between ☼ and ☾; press and hold (two seconds): operating mode ⏲ on/off

⚠ if the red lamp flashes, please read the message on the display.

🕮 **A-Z** press briefly: to call up a name entry; press and hold (two seconds): to store a telephone number

🕮 **0-9** press briefly: to select a phone number quickly; press and hold (two seconds): to store a telephone number



only with SMS-functionality

SMS flashes if there are new SMS messages in the memory. For reading, printing and sending SMS messages

COPY press briefly: copy a document; press and hold (two seconds): multiple copies

START press briefly: to start the fax transmission; press and hold (two seconds): polling

FINE ▦**F** **/ PHOTO** 🖻 to select a higher resolution when copying or sending (for text and graphics – ▦**F**, for photographs – 🖻)

STOP to stop procedures / to eject documents

C to delete

→→ press briefly: to repeat the last five numbers you have dialled; press and hold (two seconds): to browse the list of callers

R press briefly: for special functions, e. g. for the use with a private branch exchange and for using various functions provided by your service provider (call waiting etc.); press and hold (two seconds): to insert a dialling pause between two figures

DIAL / 🔊* for dialling without lifting the handset. For devices with built-in answering machine for hands-free operation

* only for fax machine with built-in answering machine

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* only for devices with SMS functionality

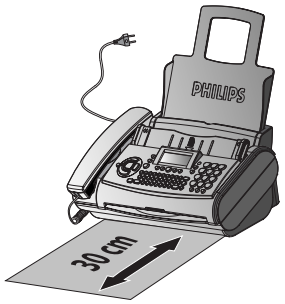
** only for fax machine with built-in answering device

Safety instructions

Please read all warning notices and instructions and follow them precisely.

The fax machine must stand securely on a smooth, flat, horizontal surface (no soft surface such as carpets etc.). Make sure that your fax machine is stable and rests squarely on the supporting surface. Any fall can cause severe damage to the fax machine and/or injury to people, especially small children.

Because the document exit is at the front of the machine, this area should be kept unobstructed.



Avoid exposure to direct sunlight (the cartridge is heat-sensitive) and close proximity with heaters, radios and TV sets, air conditioning vents, dust, water and chemicals—is not advised.

Make sure that air circulates freely around the fax machine. Do not operate the fax machine in closed boxes, cupboards, cabinets etc. Never cover the fax machine (tablecloths, paper, folders etc.). Do not place the fax machine on beds, tablecloths, cushions, sofas, carpets or other soft underlays due to the danger of overheating and subsequent fire.

Never touch uninsulated or telephone or power cables with damaged insulation, unless the telephone cable is disconnected from the telephone line and/or the power cable is disconnected from the power line.

Never connect the telephone in damp rooms unless the wall sockets are specially designed for humid conditions. Never touch the power plug, connection to the mains or telephone socket with wet hands.

Place the fax machine on a flat surface and ensure a minimum clearance of 10 cm between the fax machine and other machines and objects.

If you would like to use a cordless phone, there should be a distance of at least 15 cm in between the fax machine and the base station, otherwise you may hear acoustic interference in your handset.

Ensure safe cable laying (danger of stumbling, damage to the cable or the fax machine).

Disconnect the fax machine from the mains and telephone line before cleaning the surface of the machine.

Never use liquid or gaseous cleaning agents (sprays, scouring agents, polishes etc.).

Do not allow any liquid to enter the fax machine. Otherwise there is a risk of electric shock or other injury to people and severe damage to the fax machine. If any liquid does enter the fax machine, immediately remove the power plug and have the fax machine professionally inspected.

If the display breaks, a mildly corrosive liquid may leak out. Avoid contact with skin and eyes.

In case of any damage caused to the housing of your fax machine in particular to power cables please remove the mains plug and call your service repair centre. The housing of your fax machine may only be opened by authorised service personnel.

Your fax machine has been tested in conformity with standards EN 60950 and IEC 60950 respectively, and may only be operated with telephone systems and power equipment which meet these standards.

Never expose your fax machine to rain or any other form of moisture, in order to prevent the risk of electric shock or fire.

In a thunderstorm, disconnect the fax machine from both the mains and the telephone line. If you are unable to disconnect the fax machine, do not use it and do not telephone due to the danger of lightning strike and/or damage to the device.

Neither telephone nor fax will operate during power failure.

Your fax machine was built for exclusive use in the country of purchase. It complies with the local network specifications.

Installation

Packaging

The following items are included in the packaging:

1 user manual

2 installation guide

3 paper tray

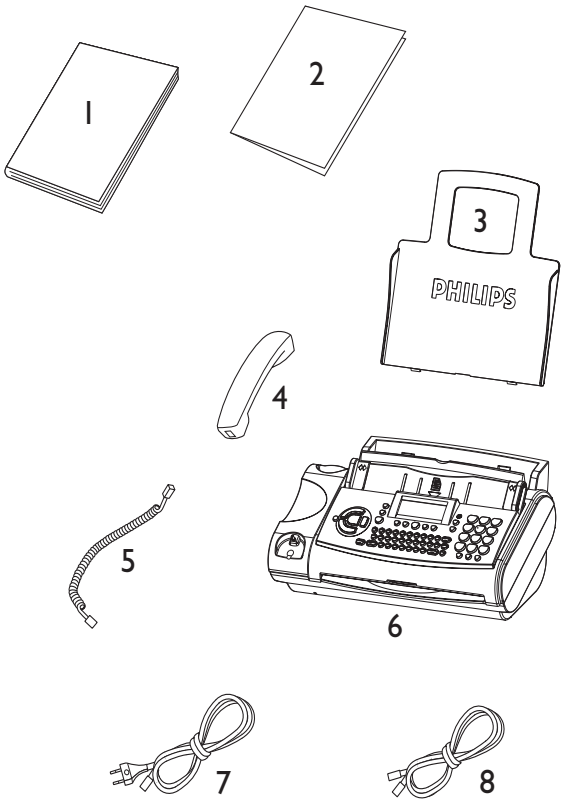
4 handset

5 spiral cable for handset

6 fax machine

7 mains cable with plug

8 telephone cable with plug



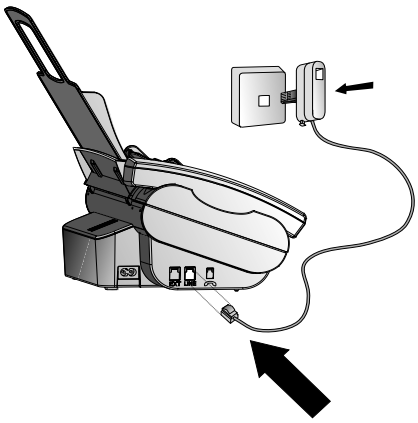
Connection

Please read all warning notices and instructions and follow them precisely.

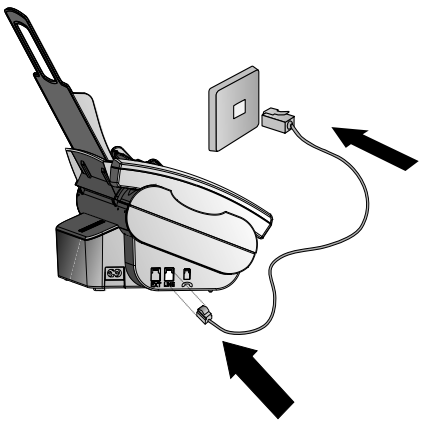
Telephone socket

Connect the telephone cable to the fax machine by inserting it in the socket identified with **LINE**. Insert the cable in the groove provided.

In the UK

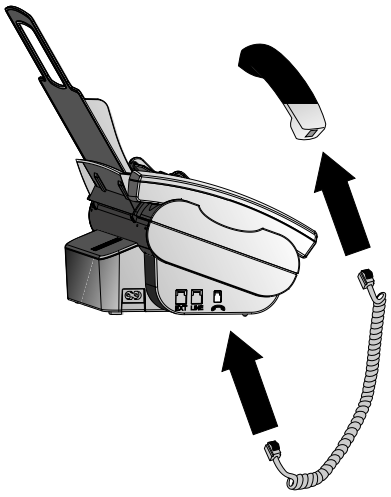


For all other countries

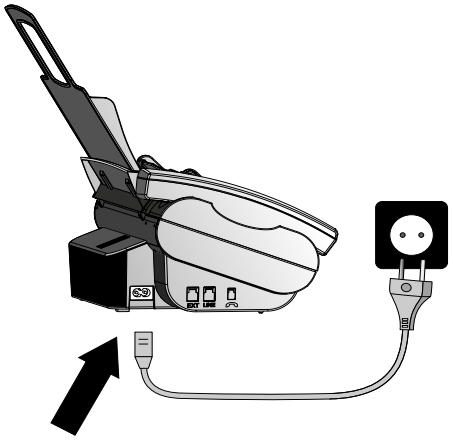


Handset

Insert one end of the spiral cable into the socket of the telephone handset and the other end into the socket identified with a handset on the side of the unit and press it into the specially provided cable groove.



Power supply



Ink film

You cannot receive or copy documents unless an ink film is loaded in the fax machine. The machine is therefore supplied complete with a free ink film for a few trial pages.

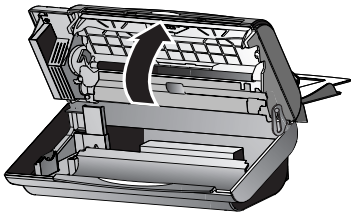
The symbols indicate how much ink film has already been used.

The consumption and print setting are stored on the supplied Plug'N'Print card. A new Plug'n'Print card therefore has to be inserted with each new ink film (the settings were made at the factory for the initial free ink film. Only this one therefore will work without a Plug'N'Print card). If this is missing or if it is not replaced the message CHANGE CARD appears on the display.

If the ink film is finished or if there is no ink film in the fax machine, the red display lamp flashes, and the following message appears: REFILL INKFILM.

1 Before loading a new ink film you must remove the paper from the paper feed mechanism! Also follow the instructions on your ink film packaging!

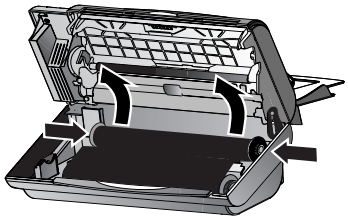
2 Open the fax machine by lifting the operating panel in the middle until it clicks in place.



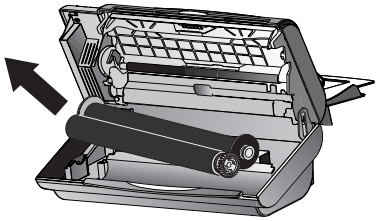
⚠ For use with Philips ink films only!

Removing the ink film

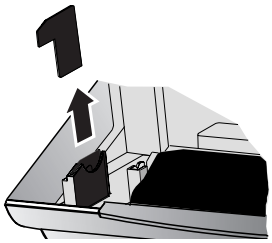
1 Lift the rear ink film roll holding both sides with your index fingers upwards, in order to remove it out of its seat and place it next to the front ink film roll.



2 Remove both ink film rolls. They cannot be reused.

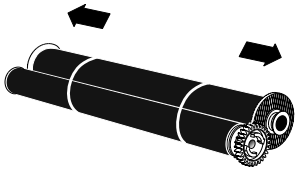


3 Remove the old Plug'N'Print card from the slot to the left of the ink film compartment (only the initial free ink film does not have a Plug'N'Print card).

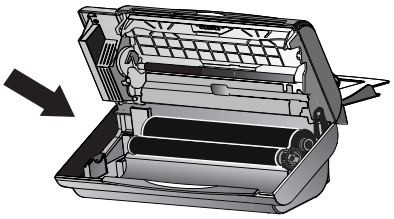


Loading the ink film

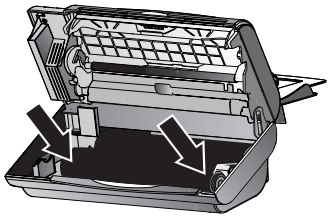
1 Carefully remove the rubber rings from the new ink film. Take care not to damage the ink film.



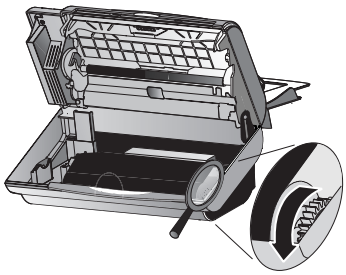
2 Lay the large roll in the grooves provided in the rear ink film compartment. The blue toothed wheel must be on the right-hand side.



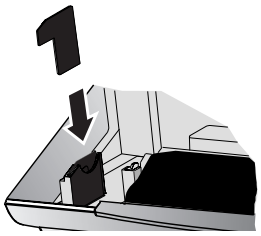
3 Now take the small roll and lay it in the front ink film compartment. Make sure that the blue toothed wheel is on the right and the pin on the left is inserted in the depressions.



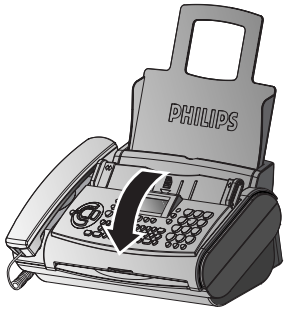
4 Turn small roll forward to tension the ink film. Make sure that the ink film is not creased.



5 Break out the new Plug'N'Print card and insert it in the slot to the left of the ink film compartments.



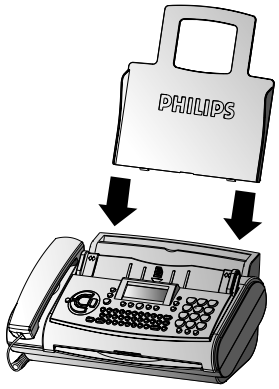
6 Close the machine by swinging the operation panel forward, until it snaps in.



Loading paper

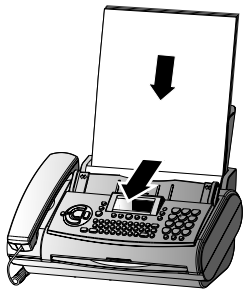
Before you can copy documents, paper must be loaded in your fax machine. Please use only the following paper format: standard A4, 210 x 297 mm. The fax machine works with normal paper used for writing and copying and has been optimised for smooth 80g/m2 papier. The smoother the paper surface the better the print quality.

1 Insert the paper tray in the slots provided behind the paper feed mechanism.

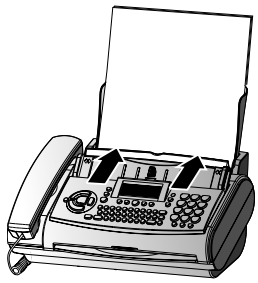


2 To prevent several sheets being drawn into the machine at once, first fan out the paper to separate the sheets and then straighten the stack on a flat surface before inserting it into the paper feed.

3 Pull the paper feed flap fully forward until it stops. Insert several sheets of A4 paper (80 g/m2) up to the end-stop in the paper feed mechanism (max. 50 sheets).



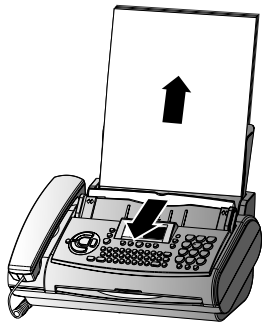
4 Close the paper feed flap.



Never load paper while the fax machine is printing!

Removing paper

To remove the paper, open the paper feed flap and carefully pull out the paper. Close the flap again.



In the event of a paper jam see **Hints and Tips** / Paper jam.

Additional devices

In addition to your fax machine, you can also connect other devices, such as additional telephones, call-fee indicators, answering machines or modems to a single telephone line. For UK: As long as the Ringer Equivalent Number (REN value) on the line doesn't exceed 4. The REN value of this fax is 1.

If you are running an SMS-capable cordless phone on the same line it is impossible to say which device will actually receive the SMS message. However, you can only receive SMS messages on one device at any one time. Try to disable SMS reception on the cordless phone. If you cannot do this, disable SMS reception on the fax machine (see **SMS**/Disable SMS reception).

If you intend using special auxiliary devices with your fax machine, please contact your dealer.

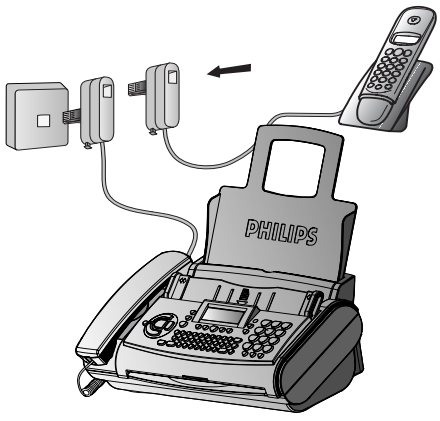
If you wish to receive faxes via modem, you must set your fax machine to

MANUAL RECEPTION.

Same socket

(not in all countries)

You can connect additional devices to the same telephone socket. Make sure the fax machine is the first device connected to the line.



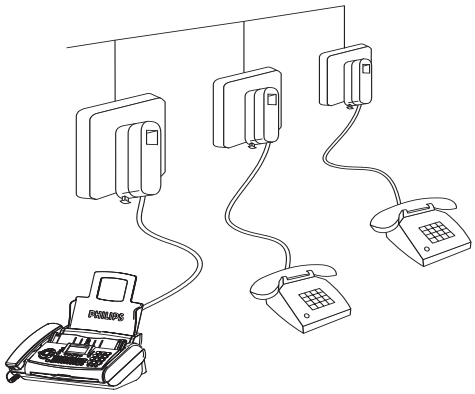
Connecting additional devices to the same socket ensures you the optimal functionality of your active fax switch (e.g. call transfer). Your fax machine can control the additional devices.

Separate sockets

(not in all countries)

You can connect additional devices to separate sockets on the same line even if they are in different rooms.

Please note: If you connect additional devices to separate sockets (e.g. in separate rooms) your intelligent fax switch cannot control them (which means that your fax machine behaves like any ordinary fax machine). For this reason e.g. call transfer is not possible. Therefore we recommend you to connect your additional devices to the same socket.



Easy Install

Using EASY INSTALL your fax machine will be configured according to your local conditions.

1 Press ⓘ for at least two seconds. Your fax machine will print one page. Pull out the page firmly and follow the instructions.

2 Your fax machine will then guide you on the display through the first settings such as your fax number and your name.

3 Afterwards you need to enter the current time and date. Use the dial pad to enter the correct time and date. Confirm with **OK**.

ISDN connection

Your fax machine is not an ISDN fax (group 4), but an analogue fax machine (group 3). Therefore it cannot be used directly on an ISDN connection. You will need an (analogue) adapter or an ISDN connection for analogue devices. For further information please refer to your ISDN instructions.

For devices with SMS functionality: Analog terminals must be SMS-compatible.

Private branch exchange

Private branch exchange systems are very common in large companies. ISDN connections are private branch exchanges and are used very often in private households. To get a connection from a private branch exchange to the public network you have to dial a key to obtain the outside line.

1 Select function 15 by pressing **MENU** and then entering the digits ①⑤. Press **OK**.

2 You can switch on the PABX operation using ◄/►.

PABX: YES

PABX: NO

3 Then press **OK**.

4 Now enter the key that has to be pressed to obtain an outside line.

This outside line access code must be obtained from the manufacturer. This is either ⓪ or **R** (in some systems also described as FLASH) or a number key.

5 Press **OK**.

6 Use ◄/► to select CHECK: YES and press **OK**.

Your machine will then check that the outside line can be obtained. If the check is successful, briefly appears: CHECK OK.

If the check is successful, briefly appears: CHECK NOT OK.

You will be asked to repeat the entry. Change the outside line access code. If you have entered the correct code but the display nevertheless reads CHECK NOT OK then delete the code by pressing **C**.

In case your PABX requires **R** to obtain an outside line but it is still not possible to get through to the line, your system might not be according to the most recent regulations. Therefore some technical settings have to be changed on your fax machine. Please refer to your Fax Call Centre (you will find the telephone number on the back cover).

Basic settings

If you want to keep a note of the factory settings on your machine for later, we recommend printing out a function list before you change any of the settings (press **MENU**. three times).

If you press a wrong key by mistake, press the **STOP** key as often as necessary to return to the original position. If you have entered a wrong digit or character, you can correct it with ◄/► and **C**.

If you want to delete your individual settings, you can do so in function 45 Service code (see **Hints and Tips** / Service code).

Help function

Press ⓘ twice. You will receive a printout explaining how to use the most important functions. It also specifies how to obtain further HELP pages concerning other features of your fax machine.

Time and date

1 Select function 12 by pressing **MENU**, ①② and **OK**.

2 Enter the correct time using the number keys (e.g. ⓪⑨ ①⑤ for 9:15 a.m.). Your fax machine will now ask you for the correct date (e.g. ①⑤ ⓪⑤ ⓪④ for May 15th, 2004).

3 Press **OK**.

Your number

1 Select function 13 by pressing **MENU**, ①③ and **OK**.

2 Enter your telephone or fax number. (e.g. ⑭④④►⑥①⑤①... for +44 6151... – use ⑭ or ⑧ to enter the "+", that is often used in international fax numbers in front of the country code, and ► to enter a space. You can enter a maximum of 20 characters).

3 Press **OK**.

Your name

1 Select function 14 by pressing **MENU**, ①④ and **OK**.

2a For devices with SMS functionality: Enter your name using the alphabetic keypad.

2b For devices without SMS functionality: You can also enter letters using the number keys (a maximum of 32 characters). Press a number key as often as necessary to enter the desired letter, e.g. for C press ② three times. After pressing ► the cursor moves one place to the right. The following letters and special characters are available:

key	character
⓪	space . - 0 + ? / : * % ! ( ) [ ] „
①	1
②	A B C 2 a b c Ä Å Æ Ç ä å æ ç
③	D E F 3 d e f
④	G H I 4 g h i
⑤	J K L 5 j k l
⑥	M N O 6 m n o Ñ Ö ñ ö
⑦	P Q R S 7 p q r s
⑧	T U V 8 t u v Ü ü
⑨	W X Y Z 9 w x y z

3 Press **OK**.

⚠ When entering a name, you can use ↑ to type capital letters (press and hold the ↑ key and type the desired key).

"Your name" and "your telephone number" are transmitted at the top of each page together with the date, time and page number, if you store this data with function 13 and 14.

Correction

If you have entered a wrong letter or number in function 13 or 14 you can correct the mistake during the entering as well as later. If you want to make your corrections later you have to select the functions for entering numbers or names once again.

Use ◄/► to place the cursor under the character you want to delete. Press **C** to delete the character. A long press on **C** (two seconds) will delete the whole line. Press **OK**.

Display language

1 Select function 11 by pressing **MENU**, ①① and **OK**.

2 Select the desired language with ◄/►.

3 Press **OK**.

Ring signal type

You can choose from ten different types of signals.

1 Select function 35 by pressing **MENU**, ③⑤ and **OK**.

2 Select the desired ring signal with ⓪ to ⑨.

3 Press **OK**.

Volume

Ringer

You can adjust the volume of the ring signal if the fax machine is in stand-by mode or if it is just ringing. Please note that different volumes can be sett for the modus ☼ and ☾ (see chapter **Fax switch**).

1 By pressing ◄/► the display shows the current setting for about three seconds.

2 Change the volume by pressing ◄/► until the desired volume is achieved.

Speaker

You can adjust the volume of the loudspeaker at any time by pressing **DIAL** (without built-in answering machine) or 🔊 (with built-in answering machine).

1 Press **DIAL** / 🔊.

2 Change the volume by pressing ◄/► until the desired volume is achieved.

3 Finish your entry by pressing **STOP**.

Fax switch

The built-in fax switch enables you to phone and fax from the same telephone connection and use additional devices. The fax switch separates fax and voice messages. For example, it can receive fax messages silently, i. e. without ringing to avoid causing a disturbance.

The operating modes ☼ and ☾ for day and night operation each allow you to decide on different modes during the day and at night; how often the machine should ring prior to receipt of faxes or before the answering machine is turned on.

You may change-over the operating mode between ☼ and ☾ of your fax machine automatically using the timer function ⏲.

Timer ⏲

The built-in timer ⏲ distinguishes between day ☼ and night ☾. With the default values the fax machine will ring during the day when it receives fax calls and telephone calls. At night (10:00 p.m. - 6:00 a.m.), faxes will be received without ringing and telephone calls will be announced with a quieter ring. You can also change these settings as desired.

If the ⏲ symbol is displayed the timer is activated. To switch the timer on or off hold down the ⏲ button for two seconds.

You can change the times when the fax machine should switch between day ☼ and night ☾:

1 Select function 33 by pressing **MENU**, ③③ and **OK**.

2 Enter the time at which you want your fax machine to switch automatically to S (e.g. ⓪⑧ ⓪⓪ for 8:00 a.m.) and confirm with **OK**.

3 Enter the time at which you want your fax machine to switch automatically to ☾ (e.g. ②③ ③⓪ for 10:30 p.m.) and confirm with **OK**.

Set ☼☾ mode

with built-in answering machine

Display	Possible settings
TAM RINGS:	0, 1, 2, 3, 4, 5, 6, 7, 5/2
FAX RINGS:	0, 1, 2, 3, 4, 5, MANUAL RECEPTION
RINGER VOL.:	LOW, MED, HIGH
LISTEN IN:	ON, OFF

1 Select function 31 (day) by pressing **MENU**, ③① and **OK**.

2 Select number of rings with ◄/► before your answering device will be activated. TAM RINGS: 5/2

3 Confirm with **OK**.

4 Enter the number of rings after which the fax machine goes online and separates faxes from telephone calls. If the call is a fax call the fax machine switches to reception. Telephone calls will continue to ring. FAX RINGS: 5

5 Confirm with OK **OK**.

6 Using ◄/►, determine the ringer volume when receiving a call. Confirm with **OK**. RINGER VOL.: HIGH

7 Select with ◄/► if the caller should be heard while leaving a message. LISTEN IN: ON, OFF

8 Confirm with **OK**.

9 To activate mode ☾ select **MENU** ③② (Night) **OK** and repeat steps 2 to 8.

without built-in answering machine

Display	Possible settings
TOTAL RINGS:	0, 1, 2, 3, 4, 5, 6, 7
FAX RINGS:	0, 1, 2, 3, 4, 5, MANUAL RECEPTION
RINGER VOL.:	LOW, MED, HIGH

1 Select function 31 (Day) by pressing **MENU** and numbers ③①. Confirm with **OK**.

2 Use ◄/► to set the number of rings after which fax reception is activated if the handset is not lifted. TOTAL RINGS: 5

3 Confirm your entry with **OK**.

4 Now enter the number of ringing signals after which the fax switch should accept the call and separate faxes from voice messages. If the call is a fax call the fax machine switches to reception. Telephone calls will continue to ring. FAX RINGS: 5

5 Confirm your entry with **OK**.

6 Using ◄/►, determine the ringer volume when receiving a call. RINGER VOL.: HIGH

7 Confirm with **OK**. To activate mode ☾ select **MENU**, ③② (Night) and **OK**. Repeat steps 2 to 6.

If you cannot receive any faxes, you may have set both ringing signal numbers too high (see points 2 and 4). Set both ringing signal numbers to values lower than five.

Other telephones will ring for as long as the setting under FAX RINGS.

Special settings

Silent fax reception

To receive faxes without any ring signals, set the amount of ring signals in FAX RINGS to 0.

Completely silent operation

You should use this option only with devices with integral answering machines. If, for example, you do not wish to be disturbed by calls or faxes arriving at night, you may set the number of ringing signals to 0. Faxes are then received silently and calls are immediately answered by the answering machine, provided you have switched the answering machine on.

For machines without a built-in answer machine the fax switch is disabled in this setting, i. e. your device immediately switches over to fax reception and will not ring, when calls are received (the caller hears a whistling tone).

⚠ For this reason calls cannot be recorded by any external answering machine which may be connected.

Manual fax reception

If you select MANUAL RECEPTION faxes will not be automatically received by your fax machine unless you activate fax reception yourself. Lift the handset and press **START**. This may be sensible for example, if you wish to receive your faxes by modem at your computer.

Economy operating mode (only for devices with built-in answering machine)

If you select option 5/2 at TAM RINGS:, then your answering machine will start after two ringing signals instead of after five, when you receive new messages. Via the remote access function you have the opportunity to check, whether your answering machine holds any messages without incurring telephone cost (if your answering machine turns itself on after only two ringing signals you will know, that new messages have been left). After listening to your new messages your answering machine will, at the next call, switch itself on again after five ringing signals.

Answering machine

Connect your answering machine as described in **Installation** / Additional devices.

To provide for the optimum performance of an external answering machine, set this device to ring once or twice. To avoid the automatic acceptance of calls by the fax-switch, you must set TOTAL RINGS and FAX RINGS to a value at least two ringing signals higher than the setting of the external answering machine.

If you switch off the external answering machine, calls are accepted by the fax-switch (see chapter Set ☼☾ mode).

Settings example:

Answering machine rings	2
FAX RINGS	4
TOTAL RINGS	4

Tips:

The answering message of your answering machine should be shorter than ten seconds.

Please avoid music in your outgoing message.

Fax switch

If your fax machine is unable to recognise older fax machine models, which do not transmit those signals that are commonly used in today's technology, you should advise your callers in your answering message to press ⊛ and ⑤ followed by **START** to commence the fax reception.

If the automatic fax reception is impossible, press **START** to manually begin receiving the fax.

If your answering machine provides an "economy function" (e.g. a function which changes the number of ringing signals as soon as a message was recorded), you should preferably switch this function off.

It is possible that the answering machine not only counts the messages received, but also the number of fax calls.

Please ensure that the code for starting the fax reception from other telephones (factory setting ⊛ and ⑤) is not the same as for remote access to recorded messages. Where necessary the code for function 34 may be changed (see **Hints and Tips** / Easylink).

If your answering machine accepts the call but your fax machine does not stop ringing, try and install your answering machine by serial connection, for example by connecting it to the same telephone socket or to the **EXT.** socket of your fax machine (see chapter **Installation** / Additional devices).

If your answering machine cannot accept calls, your fax machine will automatically start to receive faxes after the number of ringing signals set in TOTAL RINGS has been received.

If your external answering machine records fax signals, but your fax machine cannot receive any faxes, check the connection of your external answering machine. Connect the external answering machine to the same telephone socket or to the **EXT.** socket of your fax machine (see chapter **Installation** / Additional devices).

Telephone

Making a call

1 Dial the desired number.

2 Lift the handset.

If you want to dial with the handset replaced press **DIAL** / 🔊.

If you enter a wrong digit, delete it by using **C**.

The **R** key allows you to use various services offered by the telephone service provider (call waiting, toggling calls, etc.). Contact your telephone service provider for more information.

Redial

With →→ you can redial the last five numbers you have dialled previously.

1 Press →→.

2 Press ◄/►, until the desired number appears on the display. If you want to edit the number press **OK** and make the desired changes.

3 Lift the handset.

With →→, ◄/► and **C** you can delete the numbers you do not need any more from the redial memory. Confirm with **OK**.

Short dial 🕮 0-9

There are short dialling keys available, which you can use to store numbers you dial frequently.

Storing numbers

1 Press 🕮 **0-9** for two seconds.

2 Choose a number between ⓪ and ⑨.

3 Use the dial pad to enter a name. After pressing ► the cursor moves one position to the right. Press **OK**.

4 Enter the telephone number you wish to store and confirm with **OK**.

Using short dial

1 Press 🕮 **0-9** and choose a number between ⓪ and ⑨. The stored name or telephone number appears on the display. In order to edit the number press **OK** and make the desired changes.

2 Lift the handset. In case you want to send a fax message, press **START**.

Correcting entries

1 Press 🕮 **0-9** and use the number keys to select the entry you want to correct.

2 Press 🕮 **0-9** for two seconds. Select wrong character with ◄/►.

3 Press **C**. The character to the left of the insertion point will be deleted.

4 Enter desired character and confirm with **OK**.

Deleting entries

1 Press 🕮 **0-9** and then a key between ⓪ and ⑨. The stored name or telephone number appears on the display.

2 Press **C**. Select with ◄/► whether to actually delete entry.

3 Press **OK** to delete entry.

Telephone book 🕮 A-Z

The memory in your fax machine can store about 50 names and numbers (machines without answering machines) or about 200 names and number (machines with answering machines). The precise number depends on the lengths of the entries.

Storing numbers

1 Press 🕮 **A-Z** for two seconds.

2 Use the dial pad to enter a name. After pressing ► the cursor moves one place to the right. Press **OK**.

3 Enter the telephone number and confirm with **OK**.

You can also store numbers during a telephone conversation.

Using the telephone book

1 Press 🕮 **A-Z**. The stored name or telephone number appears on the display. Press ◄/► until the desired number appears. If you want to edit the number press **OK** and make the desired changes.

2 Lift the handset. In case you want to send a fax message, press **START**.

Correcting entries

Press 🕮 A-Z and select the entry you want to correct with ◄/► then press 🕮 A-Z for two seconds. Select a character with ◄/► and press **C** to delete it. Confirm with **OK**.

Deleting entries

Press 🕮 A-Z and select the entry you want to delete with ◄/► and press **C**. Choose with ◄/► whether you really want to delete the entry. Confirm with **OK**.

List of numbers

Choose function 44 to print a list of your stored short dial and telephone book numbers. Press **MENU**, ④④ and **OK**.

Group

You can organise several entries in your telephone book into groups, e.g., to send one fax to several persons.

Creating groups

1. Select Function 46 by pressing **MENU**, ④⑥ and **OK**.
2. Select a group from 1 to 5 using ◄/► and then press **OK**.
3. Use ◄/► to select ◄/► ADD MEMBER? and confirm with **OK**.
4. All numbers assigned to short dial keys and all numbers saved in the telephone book will be displayed. Select the entry you want to save using ◄/► and confirm with **OK**.
5. The saved entry will appear on the screen. Continue as described above until all desired numbers are saved to the group. When finished press **STOP** again.

Searching groups

1. To browse all entries in a group, call up Function 46 and select the desired group from 1 to 5 using ◄/►. Press **OK**.
2. Select VIEW MEMBERS? using ◄/► and confirm with **OK**.
3. You can use ◄/► to look through all entries. You can exit the group by pressing **STOP**.

Deleting entries or entire groups

1. Call up function 46 and select the desired group from 1 to 5 using ◄/►. Press **OK**.
2. Using ◄/► select DELETE MEMBER? and confirm with **OK**.
3. Using ◄/► select an entry that you want to delete and press **C**. Select whether or not you actually want to delete the entry or the entire group using ◄/►. Confirm with **OK**. To quit the function press **STOP**.

Hands-free operation

(only with built-in answering machine)

You can make a call without using the handset or let persons in the same room participate at the conversation. Therefore press 🔊 after having dialled or during the call. Replace the handset. The microphone and the loudspeaker are being activated.

Calling line identification

(not available in all countries)

Your fax machine is capable of showing the caller's telephone number before you lift the handset. To have this feature at your disposal you must subscribe to it via your telephone service provider. The use of this feature is subject to network selection.

If a call had been received during your absence or while you made a phone call, the symbol 📞 will appear on the display. The telephone numbers of the last ten received calls are stored.

1. Press →→ for two seconds.
2. Using ◄/► you can now step through the entries. The new entries are marked with an "*".
3. To call back the displayed number just lift the handset.

To delete an entry press **C**. Choose with ◄/► and confirm deletion by pressing **OK**.

If you set FAX RINGS with **MENU** ③① or ③② to 0, then the telephone number cannot be displayed on your external telephones.

Fax & Copy

Write clearly and legibly. Only use pens with dark ink (black/dark-blue, not yellow/orange/light green).

The following points are the most common causes of errors when sending faxes!

⚠ Don't send ...

... wet pages or pages with corrections made with correction fluid; dirty pages or pages with a glossy or laminated surface.

... pages written in faint pencil, crayon, chalk or artist's charcoal.

... pages from newspapers (printer's ink).

... stapled pages or pages held together with paperclips. Remove all staples and clips before sending.

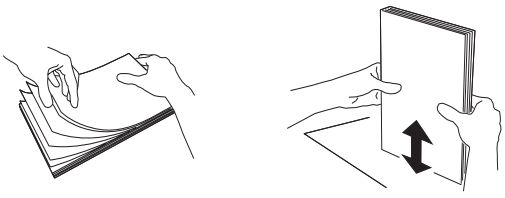
... creased or torn pages.

... pages joined with sticky tape or glue, with adhesive stickers such as "post-it®" notes, or pages which are too thin or too thick.

Documents smaller than A5 risk getting stuck in the machine.

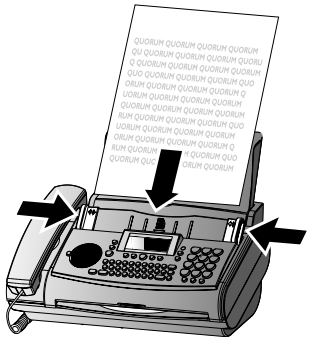
Feeding documents in

1 To avoid more than one page being fed at the same time, first fan out the stack and then straighten it on a smooth surface.



2 Insert your documents (max. 10 sheets) loosely with the printed side to the front into the document feed slot.

3 Move the document guide so that it rests on the document.



In the event of a document jam see **Hints and Tips** / Document jam.

Sending faxes

1 Dial the number you require.

2 If you want to select a higher resolution, press **FINE/PHOTO**.

3 Press **START**.

Transmission now begins. In case the connection is not successful your fax machine will redial later.

If you want to interrupt transmission, press **STOP**.

Fax reception

If you do not change the fax switch settings, faxes will be received automatically.

When you answer a call on the fax machine and recognise that it is a fax (you hear a beep or no sound), press **START** and hang up.

On an extension phone

When you answer using an extension phone and it turns out to be a fax, you can start the fax reception by pressing ✱⑤ and then hang up. The fax machine will receive the fax.

Fax reception without paper

If there is no more paper in the feeder or if the inkfilm is empty an incoming fax will be stored in memory (storage capacity for a machine without an answer machine approx. 20 pages, for a machine with answer machine approx. 100 pages of the Slerexe letter). If there are documents in memory the 🗎 symbol will appear on the display. When paper and/or an ink film is inserted the fax machine will automatically print out all the stored documents.

When a fax message was completely printed out, it will be deleted from the memory. If the printing process was interrupted, all fax messages that have not been completely printed out will remain stored. If the memory is full, further pages can not be stored. The red indicator lamp ⚠ will flash and the display will show MEMORY FULL.

Broadcast

This feature is very useful, in case you want to send the same document to more than one party (Circular send).

1 Insert the document face to the front into the document feed slot. If you want to select a higher resolution, press **FINE/PHOTO**.

2 Select **MENU**, ②⑤. Press **OK**. The inserted document will be stored into the memory.

3 You now have the following options to enter numbers into the receiver list: Either enter the numbers using the number keypad or select a number/group from the telephone book by pressing 🕮 A-Z and ◄/►.

4 When you have entered the desired numbers, press **OK**. The numbers are then entered in the receiver list. Repeat the procedure until you have entered data for max. 25 recipients.

5 To send the document press **START**.

The document will be sent successively to every party entered.

Broadcasting to a group

Along with Function 25 (see chapter **Telephone** / Group), you can also use Function 46 to send faxes to a group. However, the receiver list in Function 46 can no longer be changed!

1 Hold the document with the print side face up and insert it into the document feeder (max. 10 pages).

2 Press **MENU**, ④⑥, **OK** and select the desired group from 1 to 5 using ◄/►. Press **OK**.

3 Use ◄/► to select SEND FAX? and press **START**. The document will be sent to all persons in the group.

> If the fax can't be sent to one of the recipients, the fax machine will continue with the list and retry sending the fax again. After sending a transmission report will be printed automatically.

Image quality

If you want to improve the image quality you can choose between the options **FINE** F (for small print or fine drawings) and **PHOTO** 🖼 (for photographs and pictures). Press **FINE/PHOTO** as often as needed until the pointer for the desired resolution lights up. After transmitting or, if there is no document in the feed slot, after 40 seconds the fax machine will automatically return to standard resolution. Document transmission takes longer in **FINE** mode and longer still in **PHOTO** mode.

Contrast

With function 47 you can adjust the contrast quality (brightness) for documents you want to copy or send as a fax message, e.g. dark photos or forms with coloured background.

1 Press **MENU**, ④⑦ and **OK**.

2 With ◄/► you can choose between three different options:

CONTRAST: LOW

CONTRAST: MEDIUM

CONTRAST: HIGH

3 Confirm your choice with **OK**.

Transmission and error reports

Your fax machine can print a transmission report every time you have sent a document. This way you are given confirmation that your document has been received. If an error occurs during transmission you will be informed on the error report. The printing of a transmission report can be switched on and off while the error report is always printed.

1 Press **MENU**, ②⑧ and **OK**.

2 Select with ◄/► and confirm with **OK**.

Transmission speed

Your fax machine automatically adjusts its transmission speed to the quality of the telephone line. Especially in case of overseas transmissions this process can take more time. If the poor line quality is already known it is useful to set the machine at a slower speed from the very beginning. This will save time and charges the automatic adjustment would require.

1 Press **MENU**, ②① and **OK**.

2 Select a lower speed with ◄/►.

3 Confirm with **OK**.

Size compression

To make sure that received faxes that are slightly longer than A4 size are printed on one page, these pages are slightly reduced vertically. If you do not wish to use this facility, you can switch off reduction using function 29:

1 Press **MENU**, ②⑨ and **OK**.

2 Select with ◄/► and confirm with **OK**.

Fax journal

The fax journal is a list of the last ten received and transmitted faxes.

1 Press **MENU**, ②⑦ and **OK**.

2 Select with ◄/► if, and when the fax journal will be printed out (immediately or after ten transmissions).

3 Confirm your choice with **OK**.

Polled reception

By means of this function documents which have been prepared for collection from another fax machine can be retrieved.

Quick polling

1 Dial the desired number with the handset replaced.

2 Press and hold **START**.

3 In case you want to enter a sub address or a code as well (check polling with code) enter the telephone number first and close with **R**.

Attach desired sub address or code, press and hold **START** (e.g. ①②③④⑤ **R** ①⑦ **R** code or ①②③④⑤ **RR** code).

Polling with code

If your correspondent has entered a code to protect the document to be retrieved please follow this procedure:

1 Press **MENU**, ②② and **OK**.

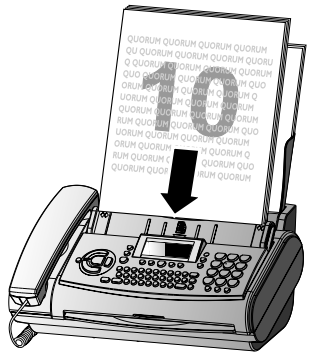
2 Enter the code and confirm with **OK**.

3 Enter the telephone number and press **START**. In case it does not work try to poll manually: Lift the handset or press **DIAL** / 🕪, dial the required number and then press **START**.

Polling send

You can allow a document to be polled from your fax machine.

1 Insert the document in the document feed slot.



2 If you wish to protect the document from unauthorised access, enter a code with function 23.

Press **MENU**, ②③ and **OK**. Enter a code (maximum of 20 characters) and press **OK** to confirm. The document can now be polled by a person in possession of this code. You can still make telephone calls while this function is activated.

3 The operation is interrupted as soon as you remove the document.

Polling codes work in accordance with the ITU international standard. However, there are manufacturers who use other processes and whose machines are therefore not compatible.

If you want to send faxes to fax databases or if you want to poll from these, some databases have a sub-address which you can add to the telephone number. This will save you money in telephone charges. First enter the telephone number of the database and then press **R**. Then enter the required sub-address. If you are not sure whether your fax polling service supports sub-addresses, please contact your polling service operator.

Send later

If you wish to make use of cheaper telephone rates, or if your fax correspondent is only available at particular times, you can program automatic transmission of a fax at a later time (within 24 hours).

1 Press **MENU**, ②④ and **OK**. Enter the time when you wish the document to be sent.

2 Press **OK** and insert the document.

3 Dial the desired telephone number and then press **START**.

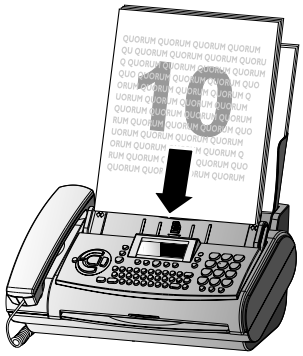
4 The fax machine is now ready to send the inserted document. You can still make telephone calls while this function is activated.

5 If you remove the inserted document the stand-by mode is cancelled.

Copy

You can use your fax machine to make copies of an original. Resolution F is set by default. In addition, you can also select resolution 🖼 (see chapter **Fax & Copy** / Image quality).

1 Place your documents face to the front in the document feeder. You can load up to 10 pages at once.



2 Select the desired resolution with **FINE/ PHOTO**.

a To make only one copy of the original, briefly press **COPY**. The copying process starts immediately.

b In order to make more than one copy press **COPY** (for at least two seconds).

The display will show the actual number of copies. If you want to change this figure enter the desired number with the number keys (max. 20). Press **COPY**.

3 Choose whether to reduce or enlarge the document in size when copying.

Your machine provides the following options:

```
ZOOM ENLARGE: 200
ZOOM ENLARGE:150
ZOOM NORMAL:1:1
ZOOM REDUCE: 75
ZOOM REDUCE: 50
```

4 Select the desired option with ◄/► and confirm with **OK**.

The machine stores the first page of the document into memory and starts copying. Automatic sorting is therefore not an option!

To interrupt the copying process press **STOP**.

In case of a paper jam, if the inkfilm is empty or the memory is full, the copying process will be interrupted automatically.

In the event of a document jam see **Hints and Tips** / Document jam.

SMS

(only for devices with SMS functionality)

(not available in all countries)

You can send and receive SMS (Short Message Service) messages with your fax machine. Your fax machine is already set up to make use of SMS services – depending on the country and network.

- Before you can send and receive SMS messages the CLIP feature (Calling Line Identification Presentation) must be enabled for your telephone line.^
- Make sure that this feature is activated on your line.
- To send an SMS the call number of an SMS provider must be entered in your fax (SMS center).

Check the following with your service provider:

- What costs are billed for sending and possibly receiving an SMS message,
- Which mobile networks can you send SMS messages to and which mobile networks can you receive SMS messages from,
- Which functions are offered by your SMS service.

SMS settings

Your fax machine is already set up to make use of SMS services. If you do have any problems, however, you should contact your telephone network provider.

You can change the predefined SMS provider and enter a second provider.

1 Press **MENU**, ①⑦ and **OK**.

2 The current provider will be displayed. Use ◄/► to select either SMS CENTER 1 or 2.

3 Confirm with **OK**.

4 Enter the NO. FOR TRANSM. Confirm with **OK**.

5 Enter the NO. FOR RECEPT. Confirm with **OK**.

The NO. FOR TRANSM. and the NO. FOR RECEPT. are needed in order to use SMS services. In some countries these numbers may be identical.

Disable SMS printing

1 Press **MENU**, ①⑦ and then **OK** four times.

2 Use ◄/► to choose whether to have incoming messages automatically printed or not: PRINT SMS: YES, NO

3 Press **OK** to complete your action.

⚠ If your fax machine is connected to a PABX system you may not be able to use SMS services. Contact the operator or manufacturer of the PABX system.

Reading SMS messages

When you receive an SMS message you will hear a beep. The message will be stored and automatically printed out. You can disable automatic printout (see Disable SMS printing).

In this case, the **SMS** key will flash when a new SMS message is received and the display will show ✉ and the number of new SMS messages. You can read these SMS messages on the display:

1 Press **SMS**.

2 Press ◄/► to select READ SMS.

3 Press **OK**.

4 The number, date and time of the last message will be displayed. Unread messages are marked with an asterisk. Press ◄/► to select the SMS you want and press **OK**.

5 The SMS message will be displayed. Use ◄/► to move within the message. If you hold down ◄/► the cursor will move to the start or end of the SMS message.

With **OK** and ◄/► you can select any of a wide range of options (see Other SMS functions).

Press **COPY** and **OK** to print the message.

6 Select **STOP** to return to the list of received SMS messages.

You can also read SMS messages by pressing **MENU**, ④② and **OK**.

Sending SMS messages

1 Press **SMS**.

2 Press ◄/► to select SEND SMS.

3 Press **OK**.

4 The display shows TEXT:. Enter your text message on the alphabetic keypad (maximum of 160 characters). If there are numbers in the message you should use the numerical keypad. You can select any of the last five SMS messages you have written and use it as a template. Press →→ until the message you want appears.

> ⚠ Press the ⓘ button to check how many characters you can still enter.

5 Press **COPY** to print the message and **OK**.

6 Enter the recipient's number. Confirm with **OK**.

> You can use the phonebook 🕮 **A-Z**, the short dial directory 🕮 **0-9** or the redial function →→ to enter the number.

7 You can enter up to five recipients. When you have entered each telephone number press **OK**. Finally, press **SMS**.

8 Your SMS message will be sent.

> Use ◄/► to move within the message or the number. If you hold down ◄/► the cursor will move to the start or end of the message or number.
>
> To delete the character to the left of the cursor press **C**. To delete all the text hold down **C** (two seconds).
>
> You can also send SMS messages by pressing **MENU**, ④① and **OK**..

Printing SMS messages

1 Press **SMS**.

2 Press ◄/► to select PRINT SMS.

3 Press **OK**.

4 Use ◄/► to select which SMS messages you want to print:

PRINT: ALL

PRINT: INBOX

PRINT: NEW

5 Press **OK**. The messages will be printed out.

> You can also print SMS messages by pressing **MENU**, ④③ and **OK**.

Deleting SMS messages

To free up the memory so it can receive new messages you should delete any messages you have already read.

1 Press **SMS**.

2 Press ◄/► to select READ SMS.

3 Press **OK**.

4 The stored messages will be displayed. Use ◄/► to select the SMS message you want to delete.

5 Press **C**.

6 Use ◄/► to select one of the following:

DELETE: YES

DELETE: NO

DELETE: ALL

7 Confirm with **OK**.

> ⚠ If the SMS memory is full (maximum of 30 messages) no new messages can be received. You should delete SMS messages you have already read.

Other SMS functions

1 If you press **OK** while you are reading an SMS message you can use ◄/► to select one of the following options:

PRINT SMS	print out the SMS message
BACK	return to the list
FORWARD SMS	send the SMS message to someone else
REPLY SMS	answer the SMS message
DELETE	delete the SMS message
READ NEXT	display the next SMS message
READ PREVIOUS	display the previous SMS message

2 Confirm with **OK**.

Disable SMS reception

If you are running an SMS-capable cordless phone on the same line it is impossible to say which device will actually receive the SMS message. However, you can only receive SMS messages on one device at any one time. Try to disable SMS reception on the cordless phone. If you cannot do this, disable SMS reception on the fax machine.

1 Press **MENU**, ④⑤ and **OK**.

2 Enter ⑤①②⓪⑤ and press **OK**.

3 Use ◄/► to choose whether to enable or disable SMS reception.

```
SURE: NO
SURE: YES
```

4 Press **OK** to complete your action.

You can use the same procedure to enable SMS reception again.

You can still send SMS messages even if SMS reception is disabled.

Answering machine

(only for devices with built-in answering machine)

The recording capacity is 30 minutes.

Your answering machine is factory-programmed with a recorded outgoing message. If you want to record your own outgoing message, proceed as described under "Recording a message".

Make sure that your fax machine stands on a hard, flat surface, because otherwise the microphone may be covered.

Switching on and off

Activate or deactivate your answering machine with **ON/OFF** Activate mode is indicated with the symbol on the display.

Recording a message

1. Hold down **REC** for two seconds. Press **REC** again, until you hear a confirmation tone. Lift the handset and start to record your message.
2. A black bar indicates you how much memory is available for the outgoing message (max. 20 seconds).
3. Stop recording by pressing **REC** or **STOP**.
4. The new answering message is automatically replayed. By pressing ◄/► you can change the volume of the message.
5. To hear the message again, press **REC** for a while (two seconds) and then **PLAY**.

Duration of recording

1. Select **MENU**, ⑤① and **OK**.
2. Press ◄/► to choose between 30, 60, 120 seconds or the AUTO mode (unlimited recording time). Please note that AUTO mode is not available in all countries.
3. Confirm with **OK**.

Listening to messages

1. If **PLAY** flashes, messages have been recorded for you. Press **PLAY** to listen to the first message. The date and time the message was received and the number of the caller will be displayed.
2. The next message will be replayed if you press **PLAY** while listening to any message.
3. You can switch between messages by entering the number of the message you want while the messages are being played. For example, enter ① for the first message.
4. After listening to your messages **PLAY** will stay on until all messages have been erased.

Play back volume

1. Press ◄/► while playing back messages. The current volume setting will be displayed.
2. Press ◄/► to obtain the desired volume.

Deleting messages

Single messages

1. If you want to delete the message which is currently being played, press **C**.
2. You will be asked on the display if you really want to delete this message. Press **C** again.

All messages

1. Press **C**. after having listened to all messages.
2. If you actually want to delete all messages, press **C** again. To interrupt the deleting process press **STOP**.

Forwarding messages

Your fax machine can automatically forward all incoming messages to another telephone number. Enter the telephone number to which you wish recorded calls to be forwarded. You can select the number of messages to be forwarded each time. Your fax machine will wait until the selected number of messages has been received and then calls the desired number automatically. A text announcing the call forwarding is transmitted when the connection is made. Then the party to which the calls are being forwarded needs to enter the access code (see function 52). If you do not enter the right code within 40 seconds or if you enter the wrong code three times, the fax machine will drop the call.

1 In case your answering machine is deactivated turn it on with **ON/OFF**. The symbol appears on the display.

2 Select **MENU**, ⑤⑤ and **OK**.

3 Choose with ◄/► FORWARD CALL: ON and confirm with **OK**.

4 Enter the telephone number your messages should be forwarded to and press **OK**.

5 Choose with ◄/► the number of messages you want to be forwarded each time.

6 To record a new forwarding message, press **OK**.*

7 Press **REC**. Wait for the confirmation tone and start speaking. An example of an announcement might be: "Hello, there are messages for Mr. Smith; please enter the access code." Position yourself about 20 cm from the fax machine. A black bar will indicate how much memory is available.

8 Press **STOP** when you have finished. The forwarding message will be played back.

9 The fax machine is now switched to stand-by mode.

*** if a message has already been recorded**

a Press **OK**.

b Select with ◄/►. If you wish to record a new forwarding message, select REC. MESSAGE: YES. If you want to use the existing message, select REC. MESSAGE: NO. Press **OK** to confirm.

c Follow the process described above from paragraph 7.

Recording a conversation

You can record a telephone conversation with your fax machine.

1 Press **REC** during a telephone conversation.

2 To stop recording, replace handset or press **STOP**.

3 The recorded conversation can be played back and deleted like any recorded message.

You can not record a telephone conversation while hands-free operation is activated.

VIP code

Ringing despite answering machine

Persons you had given this code, can make the telephone ring after the answering machine has taken the call. This is useful if both ring counts in function 31 and 32 have been set to 0.

1 To enter the code select **MENU**, ⑤③ and press **OK**. Enter a four digit code. Confirm with **OK**.

2 This code must not be identical with the access code (function 52).

Memo

External memo

You can record a message which the caller can hear without being able to leave a message in return. For this the answering machine must be switched on.

1 Select **MENU**, ⑤④ and press **OK**. Choose the external memo mode by pressing ◄/►. Confirm with **OK** (if you already have recorded a memo you want to use again, just press **OK** once more).

2 Press **REC** and wait for the confirmation tone. Start to speak. Press **STOP** when you are finished. The message will be played back.

Internal memo

You can record a personal message with this function. Messages can be heard on the fax machine itself or by remote control from a telephone. Briefly press **REC** twice and wait for the confirmation tone. Record the desired message. A black bar on the display indicates the remaining recording time. To end recording press **STOP**. Internal memos can be played back and deleted like any other message.

Remote control

You can also control the answering machine functions on your fax from any telephone using tone dialling. Before you can use remote control you have to enter an access code in function 52 (this code will also be used for function 55 Forwarding).

Preparing your fax machine for remote access

1 Select **MENU**, ⑤② and **OK**.

2 Enter a four digit code.

3 Press **OK**. The code is now stored.

Remote access of the answering machine

1 If you want to listen to the messages recorded from another telephone, call your fax machine and wait for the answering machine to play the message.

2 Enter the four-digit code. The outgoing message will be interrupted and you will hear a confirmation tone. The new messages will be played back. If no new messages have been recorded, you will hear a second confirmation tone.

3 Then you can enter commands as usual or terminate the remote control by replacing the handset.

Overview of commands

① The message you are just listening to will be repeated.

② Your messages will be played back.

③ Move to the next message.

④ Record a new outgoing message. Press ④. If you press ④ again after two confirmation tones, you will hear a long confirmation tone. Record the new outgoing message and finish with ④.

⑤ The current outgoing message will be replayed.

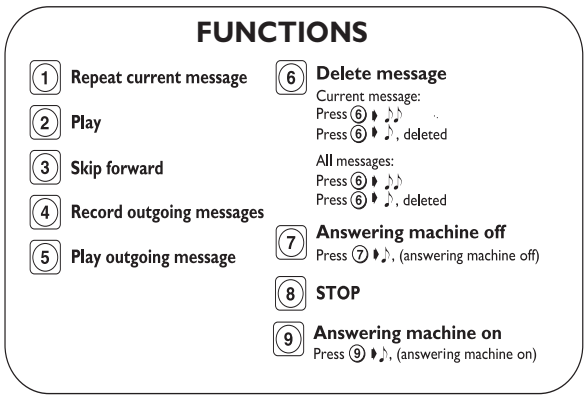
⑥ The current message will be deleted. If you press ⑥ after having listened to all messages, all messages will be deleted.

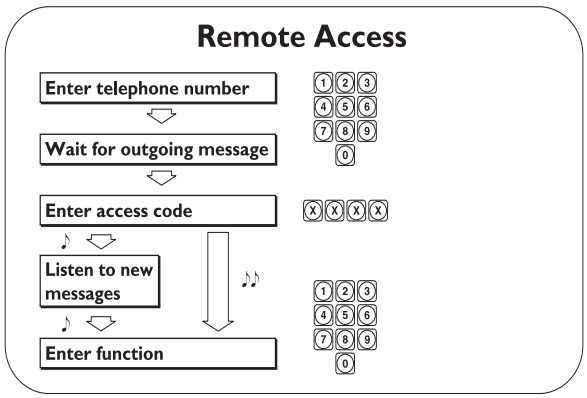
In both cases you will hear a confirmation tone after the first time you press the key. Press ⑥ again within five seconds to execute the deleting command.

⑦ Switch answering machine off.

⑧ The current command will be interrupted.

⑨ Switch answering machine on.





Hints and Tips

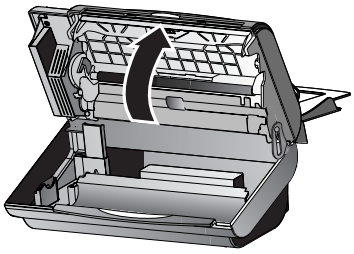
Delivery service

You can order inkfilms and cleaning accessories at your local dealer or directly from PHILIPS (free delivery) on Freefone 0800 358 08 07 (United Kingdom).

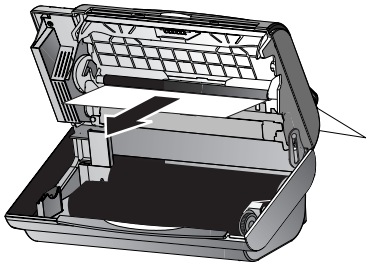
Paper jam

1 The display shows PAPER JAM.

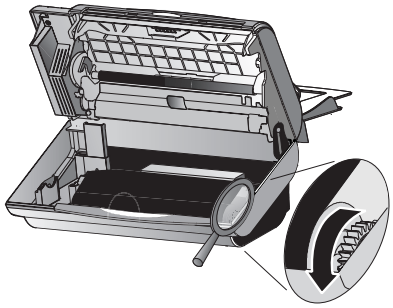
2 Open the operation panel by lifting in the middle. When you hear a soft click, the panel is engaged.



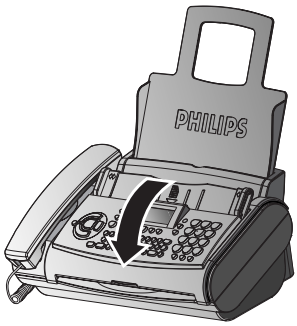
3 Carefully remove the paper.



4 Turn small roll forward to tension the ink film. Make sure that the ink film is not creased.



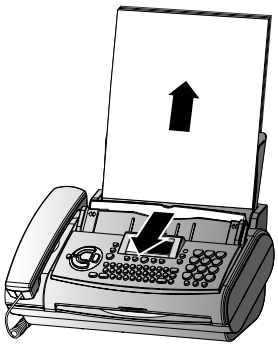
5 Close the panel so that it also clicks into place.



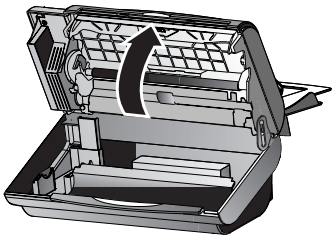
6 Insert paper (see **Installation** / Loading paper).

Document jam

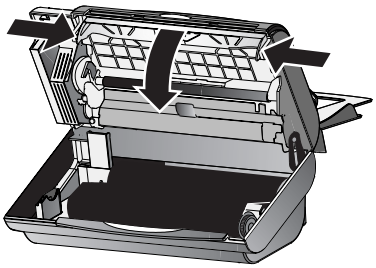
1 Open the paper feed flap and carefully pull out the paper. Close the flap again.



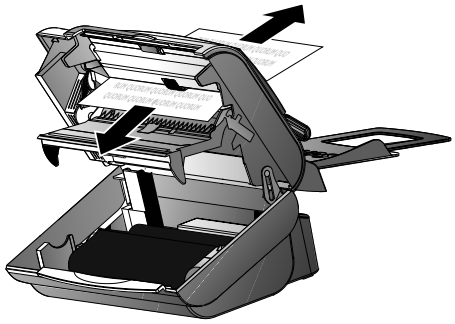
2 Open the operation panel by lifting in the middle. When you hear a soft click, the panel is engaged.



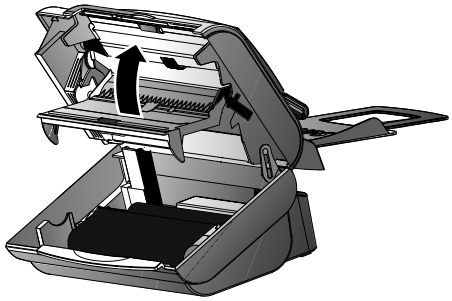
3 Open the scanner cover by pressing the two lugs in. The cover will open downwards.



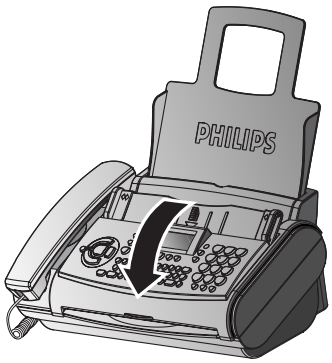
4 Carefully remove the document either from the front or the back.



5 Close the scanner cover on the left and right, making sure it clicks into place.



6 Close the panel so that it also clicks into place.



7 Insert paper (see **Installation** / Loading paper).

Easylink

Easylink is used in conjunction with additional devices connected to the same telephone line (e.g. cordless phones). However, the additional phone must be set to dual-tone multi-frequency method. If your telephone connection requires the pulse dialling method, then you would need to briefly reset your additional device to use it. For more information about this, please see the user manual for your device.

Starting fax reception

When you answer a call on the fax machine and recognise that it is a fax (you hear a beep or no sound), press **START** and hang up. The fax will be received.

When you answer using an additional phone and it turns out to be a fax, you can start the fax reception by pressing ✱⑤ and then hang up. The fax machine will receive the fax.

Interrupt ringing

When you answer on an additional phone and the fax machine continues to ring, this means that the extension phone is connected in parallel. You can interrupt the ringing of the fax machine by pressing ✱✱.

Changing codes

Select function 34 by pressing **MENU**, ③④, and then **OK**. Enter two different codes and confirm each code with **OK**. Each code should begin with ✱ or #.

Please note that the three Easylink codes must be different. Otherwise on the display appears:
`CODE NOT OK`

⚠ Only change the specified codes ✱⑤ and ✱✱ if absolutely necessary!!

Service code

Function 45 (Service code) is used to delete some or all of your changes to the factory settings. This function enables you to partially or fully reconfigure your device. It is especially helpful if you have modified settings but find that your fax machine does not respond as expected.

⚠ Only use this function when absolutely necessary!

If you are satisfied with your changes to the factory settings you should not use this function.

After deleting some or all of your custom settings please rerun Easy Install.

The following codes are at your disposal:

Code No. 7117

This code erases all your modifications to the factory settings. The fax machine will therefore react in exactly the same way as on first installation.

Code No. 7140

When you enter this code, all your entered settings and data will be erased, except for:

- received fax messages
- Stored SMS messages
- stored short dial numbers
- stored telephone book numbers
- your name
- your telephone number

Example for using a service code:

1 Select **MENU**, ④⑤ and press **OK**. Enter the service code (7117 or 7140). Press **OK**.

2 With ◄/► you can select whether you really want to delete your settings. Confirm with **OK**. Your fax machine will be reset to its original configuration.

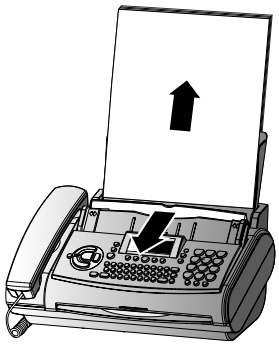
Care

Before opening the fax machine, make sure that you are electrically discharged by e.g. touching the metal housing of a grounded appliance, a water pipe or radiator.

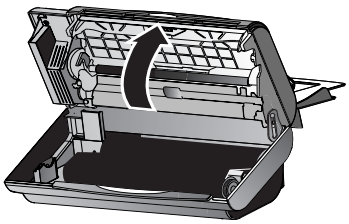
Use a soft, fluff-free cloth lightly moistened with a little alcohol (96%). You can also use a special cloth for cleaning fax machines (see Delivery Service). Do not allow any moisture to penetrate inside the device.

Clean the scanner glass

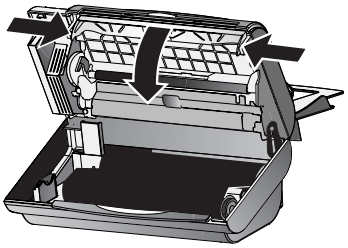
1 Open the paper feed flap and carefully pull out the paper. Close the flap again.



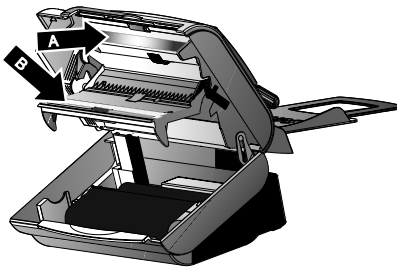
2 Open the operation panel by lifting in the middle. When you hear a soft click, the panel is engaged.



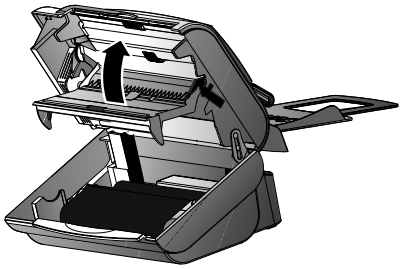
3 Open the scanner cover by pressing the two lugs in. The cover will open downwards.



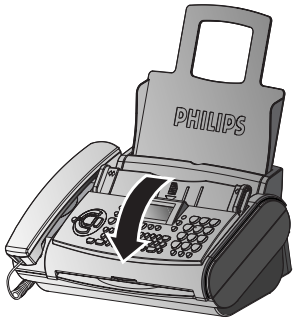
4 Use a soft cloth to gently wipe the scanner glass on the top (A) and the white strips on the bottom (B).



5 Close the scanner cover on the left and right, making sure it clicks into place.



6 Close the panel so that it also clicks into place.



7 Insert paper (see **Installation** / Loading paper).

Troubleshooting

If you cannot fix the problem based on the instructions below, you should proceed as follows:

1 Disconnect the mains.

2 Wait at least ten seconds and reconnect.

3 If the fault reoccurs, please contact your customer information center.

Problems when faxing or printing	
Faxes are of poor quality.	Change the resolution setting to 🖼 or F. Check the document or set a higher contrast with function 47 (see chapter **Fax & Copy** / Contrast). Test the fax machine by making a copy. If your copy is faultless the correspondent's fax machine might be defective. Call service if necessary.
Your fax or your recipient's fax machine produces black lines when printing.	Clean the scanner with a cloth (see Care and maintenance). Test the fax machine by making a copy. If your copy is faultless the correspondent's fax machine might be defective. Call service if necessary.
Copy is blank..	Load the document with the printed side up. Call service if necessary.
Problems with the connection	
Your fax machine rings once, then there is a moment of silence and another ring signal after that.	This is entirely normal. After the first ring signal the fax machine takes over the call. When the fax machine has recognised that the incoming call is a telephone correspondence, the fax machine will continue to ring.
NO CONNECTION or REDIAL FAILED	Try later or draw your fax partner's attention to a possible installation fault.
NO LOOP CURRENT	Check the installation of your fax machine.
When you lift the receiver of your fax machine you do not hear the dial tone. The display shows: NO DIALTONE	Connect your telephone cable to the socket on the bottom of your fax machine identified with **LINE**.
BUSY or fax transmissions are constantly interrupted.	Try to send the fax manually: Press 🔊/**DIAL** and dial the fax number. If the recipient is using an automatic answering device, wait until you hear a tone after the pre-recorded message. Press **START**.
You cannot receive any faxes.	Set the number of ringing signals for the answering machine or the total number of ringing signals with function 31 or 32 to lower than five.
On lifting the handset you hear a tone or silence.	You are receiving a fax. At the fax machine: Press **START** . At an additional telephone: press ✱ and ⑤. Replace the handset.
EXTERNAL PHONE The red lamp flashes ⚠.	This is not a fault. You are now using an additional telephone.

Appendix

Functions

To print a list of functions, press **MENU** three times.

Setup

11 Set language 12
(select the language of the display text)
12 Set time/date 11
(setting time and date)
13 Your telephone number 11
(enter your telephone number)
14 Your name 11
(enter your name)
15 Line type 10
(setting the private branch exchange)
17 SMS-settings * 23
Setting the basic SMS functions

Fax

21 Transmission speed/overseas function 20
(setting for half-speed transmission)
22 Polled reception 20
(you can call up fax messages)
23 Polling send 21
(your fax message can be fetched)
24 Send later 21
(faxes will be sent later)
25 Broadcast 19
(same fax will be sent to more than one party)
27 Fax journal 20
(log of the last ten fax documents received and sent)
28 Transmission report 20
(automatic print out of transmission protocols)
29 Size compression 20
(size compression of received fax messages)

Fax switch

31 Day 13, 14
(setting the DAY operating mode ☼)
32 Night 13, 14
(setting the NIGHT operating mode ☾)
33 Timer 13
(setting the TIMER operating mode ⏲)
34 Easylink 30
(codes for use with additional telephones)
35 Ringer types 12
(selection between ten ringer types)

Others

41 Send SMS * 24
(Sending SMS messages)
42 View SMS * 23
(Reading SMS messages)
43 Print SMS * 24
(Printing SMS messages)
44 Dialling list 17
(print out of stored names and numbers)
45 Service code 25, 31
(deleting personal settings)
46 Group 17, 19
(Saving different phone numbers as a group)
47 Set contrast 19
(setting of contrast for copy / fax transmission)

Answering machine (only with built-in answering device)

51 Recording time 26
(setting for recording duration of calls)
52 Access code 28
(setting the code for the remote control of the answering machine and for message forwarding)
53 VIP code 27
authorised callers can override the answering machine)
54 Memo mode 27
(message for the caller without the possibility to leave a message)
55 Forwarding 27
(messages forwarded to another telephone number)

* only with SMS-functionality

Technical data

Compatibility:	TU Group 3
Connection type:	outside line (PSTN)/ extension (PABX)
Flash times:	outside line (PSTN): 100 ms extension (PABX): 100 ms
Document size width:	single sheet: 148–217 mm several sheets 148–217 mm
length:	single sheet: 100–600 mm several sheets: 148–297 mm
thickness:	single sheet: 0,06–0,15 mm several sheets: 0,08–0,12 mm
Printing paper:	A4 210 x 297 mm, 80 g/m²
Largest scanning width:	216 ± 1 mm
Resolution horizontal:	8 points/mm (200 dpi)
Resolution vertical:	standard 3.85 lines/mm FINE 7.7 lines/mm
PHOTO mode	16 grey tones 64 grey tones (only with built-in answering machine)
Contrast control	automatic and manual
Copying	FINE/PHOTO resolution
Data compression	MH, MR
Modulation	V29bis, V27ter, V21, V17
Transmission speeds	14k4 (only with built-in answering device) 9600/7200/4800/2400bps
SMS storage capacity	30 received messages
Noise level	on standby: < 30 dBA copying: < 53 dBA
Printing method	ink film printer
Document feed	up to 10 letters (80 g/m²)
Fax switch	DAY/NIGHT/TIMER
Dimensions	318x202x146 mm (without paper tray)
Weight	about 3 kg
Power consumption	stand by: about 2 W telephoning: about 4 W sending a standard letter < 20 W receiving a standard letter < 30 W
Power supply	220–240 V / 50–60 Hz
Speech recording time	up to 30 Minuten (with built-in answering device)
Allowed operating environment	temperature: 5–40 °C, relative humidity: 15–85 % RH not condensing
Recommended operating environment in use:	temperature: 17–28 °C, relative humidity: 20–80 % RH, not condensing
Recommended operating environment in unplugged status (ready for operation with loaded ink film and paper):	temperature: 0–45 ° C, relative humidity: 15–85 % RH not condensing
Interference suppression:	emission corresponding to EN 55022/VDE 0878 Part 1 Class B

Guarantee

(UK Terms and Conditions)

At the beginning of April 2002, SAGEM SA bought the PHILIPS fax business unit. SAGEM SA is now the European Number 1 in fax and offers a complete range of fax terminals with Internet access and SMS function, multifunctional terminals and servers covering the needs of all its customers - from home-users to multinational organisations.

In order to apply the guarantee, you should contact your dealer. Proof of purchase will be required. Should malfunctioning arise, the dealer will advise you what to do.

If you bought your equipment from SAGEM Communication Austria GmbH directly, the following shall apply:

Appendix

A SAGEM Communication Austria GmbH undertakes to remedy by repair, free of charge for labour and replacement parts, any defects in the equipment during a period of twelve (12) months from the date of original delivery of the Equipment, where those defects are a result of faulty workmanship.

During this twelve month guarantee period, the defective equipment will be repaired free of charge; the customer must however return the defective equipment at his/her own expense, to the address given by SAGEM Communication Austria GmbH After Sales Department, the phone number of which can be found on the delivery slip. Unless the customer has concluded with SAGEM Communication Austria GmbH a maintenance contract in respect of the equipment which specifically provides for repairs to be carried out at the customer's premises, the repairs will not be carried out on the equipment at the customer's premises.

The following sentence applies to purchases of equipment for the customer's trade, business or profession. Except as otherwise expressly provided in this Document and to the extent permitted by law, SAGEM Communication Austria GmbH makes no representations or warranties, express or implied, statutory or otherwise, and to such extent, all terms and conditions implied by law are hereby excluded.

This guarantee does not affect the Customer's statutory rights.

B Exclusions From Guarantee

SAGEM Communication Austria GmbH shall have no liability under the guarantee in respect of:

- damage, defects breakdown or malfunction due to:

  - failure to properly follow the installation process and instructions for use; or

  - an external cause to the equipment (including but not limited to, lightening, fire, shock or water damage of any nature); or

  - modifications made without the written approval of SAGEM Communication Austria GmbH; or

  - a failure or neglect to maintain the equipment or inappropriate maintenance; or

  - unsuitable operating conditions, particularly of temperature and humidity; or

  - repair or maintenance of the equipment by persons not authorised by SAGEM Communication Austria GmbH; or

- wear and tear from normal daily use of the equipment and its accessories
- damage due to insufficient or bad packaging of equipment when returned to SAGEM Communication Austria GmbH
- supply of new versions of software
- work on any equipment or software modified or added without the prior written consent of SAGEM Communication Austria GmbH
- malfunctions not resulting from the Equipment or from software installed in user workstations for the purpose of use of the equipment,
- communication problems related to an unsuitable environment, including:

  - problems related to access and/or connection to the Internet such as interruptions by access networks or malfunction of the line used by the subscriber or his correspondent

  - transmission faults (for example poor geographical coverage by radio transmitters, interference or poor line quality)

  - the local network fault (wiring, servers, workstations) or the failure of the transmission network

- the normal servicing (as defined in the user guide supplied with the equipment) as well as malfunctioning due to servicing not being carried out, servicing costs are in any event always borne by the customer.

C In the cases set forth in § B as well as after expiry of the twelve month guarantee period, the customer must ask SAGEM Communication Austria GmbH for an estimate, and he/she must accept the estimate and agree to pay the charges mentioned in it before returning the equipment to SAGEM Communication Austria GmbH. The repair and delivery costs will be invoiced to the customer.

The foregoing shall apply unless otherwise agreed in writing with the customer and only for the UK. If any provision of this guarantee shall be held to be in whole or in part invalid or illegal due to an obligatory rule applicable to consumers pursuant to their national legislation, such invalidity or illegality shall not impair or affect the remaining provisions or parts of this guarantee.

Please note that only Philips ink cartridges should be used. Your Philips guarantee does not cover damage to your fax machine that may be caused by the use of any other ink cartridges.

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http://www.sagem.com

E-Mail: dti.faxinfoline@sagem.com

United Kingdom

Tel.: 0870 1243 737

Fax: 0870 1240 202

The CE mark confirms that the machine corresponds to the relevant guidelines of the European Union.

DECLARATION OF CONFORMITY (DoC)

Hereby, **SAGEM Communication Austria GmbH**, declares that this **PHILIPS PPF 531/571/575** is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

Should you require a copy of the original DoC, please visit our web site.

This product is intended for use on an analogue public switched network (PSTN) and for use in the country indicated on the label of the box. The usage in other countries could cause malfunction.

For further information please contact your national technical support centre. Initially contact your dealer if problems occur during operation.

This operation manual has been printed on chlorine-free, recycled paper, in line with the highest standards of environmental friendliness.

The used cardboard packaging as well as the cardboard protecting your facility at its sides made of waste paper can be recycled like waste paper; corresponding to your country's demands dispose the plastic foils either for recycling or with your rubbish.

This electronic facility contains recyclable material. At the end of use of this facility please inform yourself about the corresponding recycling demands of your country.

Technical changes and errors excepted.

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